



NELLIS COMPOSITE SQUADRON OPERATING INSTRUCTION 3-09
1 JULY 2009
Activities

FREEZE LIST

This instruction describes the Freeze List procedures for Nellis Composite Squadron

1. When planning for an activity, a Project Officer must plan the activity, find drivers and vehicles; arrange for fuel, food and beverages, if required, and so on. This all takes time. And, in some cases, costs the Project Officer money out of his/her own pocket.
2. Members who place their name on a Sign-Up sheet make a personal PROMISE to attend that activity.
3. To apologize for the inconvenience and perhaps financial loss caused by not showing up is merely an act of courtesy.
4. Anyone who notifies the Project Officer that he/she cannot participate, up to the time of departure, will be considered excused. The following restrictions will not apply to cadets who can verify an emergency existed at the time of the activity.
5. ANY MEMBER NOT SHOWING UP AS PROMISED ("NO-SHOW"), WILL BE PLACED ON A FREEZE LIST UNTIL HE WRITES A LETTER OF APOLOGY TO THE PROJECT OFFICER.
6. After each project, the Project Officer will submit a list of "No-Shows" to the First Sergeant, to be placed on the FREEZE LIST.
7. While on the FREEZE LIST, members WILL NOT:
 - a. Sign up for future activities
 - b. Test for promotion
 - c. Be eligible for any Cadet Awards
8. The Project officer will request the First Sergeant to remove the member's name from the Freeze List when a written letter of apology is received.

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David G. Jadwin, LtCol, CAP
Nellis Composite Squadron Commander